

Schedule 12

COUNTY CLERKS, COUNTY BOARDS & ELECTION COMMISSIONERS

April 25, 2018

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	12
AGENCY, BOARD OR COMMISSION	COUNTY CLERKS, COUNTY BOARDS & ELECTION COMMISSIONERS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 15, 2006	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE <i>Rita Long</i>	
TITLE <i>President, NE Association Clerks, ROD and Election Commissioners</i>	DATE <i>March 30, 2018</i>

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE <i>Gayle Koutney</i>	DATE <i>4/24/2018</i>
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PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE <i>Deann Harper</i>	DATE <i>4/25/18</i>
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE <i>Jim A. Gace</i>	DATE <i>4/25/18</i>
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 12
COUNTY CLERKS
COUNTY BOARDS AND ELECTION COMMISSIONERS
April 25, 2018**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of March 15, 2006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-1-1	BOND RECORDS: BOND INDEX AND REGISTER		ORIGINAL RECORD: Permanent; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to the offsite storage; retain permanently MICROFILM WORK COPY: Permanent	
12-1-2	BOND RECORDS: BOND AND COUPON REDEMPTION REPORTS			Obsolete
12-1-3	BOND RECORDS: REDEEMED BONDS AND COUPONS	Includes redeemed bonds and coupons as listed in the Bond Index and Register	Return redeemed bonds and coupons of other political subdivisions to those agencies after duly canceled. Dispose of after satisfaction of the complete bond issue provided audit has been completed	
12-1-5	BOND RECORDS: OFFICIAL'S BOND AND BOND RECORD	Performance bonds for all county officials are filed with the County Clerk except the Clerk's and County Board members' which are filed in the County Court. The Bond Record records that filing of Official's Bonds and the particulars relating to each.	10 years after release, replacement or expiration of bond	
12-2-1	UNIFORM COMMERCIAL CODE: COMMUNITY PROPERTY FILINGS	Affidavits describing property items held by a husband and wife which are designated as community property under the provisions of Nebr. Rev. Stat. §42-619, 1943.	ORIGINAL RECORD: Permanent; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-2-2	UNIFORM COMMERCIAL CODE: U.C.C FILINGS (OBSOLETE)	Financing Statements are created by borrower purchasing property on time. May include: financing statements, assignments, continuation statements, amendments and related documents. Statutory Liens established against debtor property when borrower fails to pay debt properly. May include: liens, amendments, continuations, releases, certificates of discharge or subordination and other documents. Prior to July 1, 1999, all liens were filed with the County Clerk except Federal Tax lies, which were filed with the County Register of Deeds. On or after July 1, 1999, State and Federal liens are filed with the County Clerks or Register of Deeds.	STATUTORY LIENS: Retain the copy forwarded from the Secretary of State, dispose of 2 years after lapsed or terminated STATE TAX LIENS: May be filed with either the Clerk or Register of Deeds. In order that the original equity is not lost, attach the original filing to the re-file and re-index to the new location, dispose of 2 years after lapsed or terminated	
12-3-1	CORPORATION AND PARTNERSHIP RECORDS: REGISTERED AGENT INDEX	Previously entitled Resident Agent Index; lists the names of the official representatives for non-foreign corporations whose registered offices are located within the county.	ORIGINAL RECORD: Permanent; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to the offsite storage; permanent MICROFILM WORK COPY: Permanent	
12-4-1	FISCAL RECORDS: DEPOSITORY AND INVESTMENT RECORDS	Includes applications for designation as depository of county funds and joint safekeeping receipts which show the collateral that protects county deposits.	5 years or 10 years if no audit has been completed	
12-4-2	FISCAL RECORDS: CERTIFICATES OF JURY SERVICE	Certification of amount due in consideration for jury service. Issued to jurors by the Clerk of the District Court and redeemed by the County Clerk.	5 years or 10 years if no audit has been completed	
12-4-3	FISCAL RECORDS: LOST WARRANT INDEMNITY BONDS	Authorized statements concerning the loss of county warrants testifying to say loss, thus allowing issuance of duplicate warrants.	5 years or 10 years if no audit has been completed	
12-4-4	FISCAL RECORDS: LEDGER SHEETS, GENERAL AND OTHER FUNDS	Posting machine or computer generated copies of ledger sheets for each fund.	5 years or 10 years if no audit has been completed	
12-6-1	MOTOR VEHICLE RECORDS: MOTOR VEHICLE CERTIFICATES OF TITLE			Obsolete 2009
12-6-2	MOTOR VEHICLE RECORDS: MOTOR VEHICLE TITLE FEE BOOK or COMPUTER PRINTOUT			Obsolete 2009

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-6-3	MOTOR VEHICLE RECORDS: MOTOR VEHICLE CERTIFICATE OF TITLE APPLICATIONS			Obsolete 2009
12-6-4	MOTOR VEHICLE RECORDS: DAILY REPORTS TO DEPARTMENT OF MOTOR VEHICLES (FORM RV-170)			Obsolete 2009
12-6-5	MOTOR VEHICLE RECORDS: APPLICATION FOR COPY OF MOTOR VEHICLE RECORD			Obsolete 2009
12-6-6	MOTOR VEHICLE RECORDS: MOTOR VEHICLE VALUATION VENDOR MANUFACTURER UPDATE LISTING			Obsolete 2009
12-7-1	MISCELLANEOUS RECORDS: CEMETERY RECORDS	Under the provisions of Nebr. Rev. Stat. §12-502, 1943, the Clerk is to record incorporation of cemeteries, and under Nebr. Rev. Stat. §17-941, 1943, before amended by Laws 1971, LB 32, Section 4, the clerk was to record titles to plots.	ORIGINAL RECORD: Microfilm for security; permanent SECURITY MICROFILM: Transfer to the State Archives; permanent. MICROFILM WORK COPY: Permanent	
12-7-2	MISCELLANEOUS RECORDS: DISCHARGE RECORD	Records instruments of discharge from military service of veterans of the Spanish-American War, First and Second World Wars, and the Korean and Vietnam Wars.	ORIGINAL RECORD: Permanent SECURITY MICROFILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	This is a confidential record per Nebr. Rev. Stat. §23-1309, 1943.
12-7-3	MISCELLANEOUS RECORDS: HISTORICAL MONUMENTS AND MARKERS	Under the provisions of Nebr. Rev. Stat. §23-353, 1943, the Clerk is to record the location and significance of county-erected historical monuments and markers and to file a duplicate copy of each record with the Nebraska State Historical Society, Historical Preservation (HP) Division.	ORIGINAL RECORD: Permanent; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	
12-7-5	MISCELLANEOUS RECORDS: LICENSES AND PERMITS, MISCELLANEOUS	May include licenses, permits and related files for tobacco, public amusements, dining and dancing, locksmiths, hunting, fishing and others. Does not include Liquor and Beer Licenses.	Expiration of license or permit, provided audit has been completed	
12-7-6	MISCELLANEOUS RECORDS: LIQUOR AND BEER LICENSES	May include copies of licenses, petitions concerning granting of license, correspondence, health and police reports.	4 years after expiration of license	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-7-7	MISCELLANEOUS RECORDS: MILITARY ROSTERS	Lists of members of the military, soldiers and sailors census and militia rolls.	Immediately transfer to the State Archives	
12-7-8	MISCELLANEOUS RECORDS: SCHOOL DISTRICT BOUNDARY CHANGES	County Clerks receive certificates of changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.	10 years	
12-7-9	MISCELLANEOUS RECORDS: SPECIAL ASSESSMENT LISTS FROM CITIES	Certified lists of special assessments by city to county to be entered on county tax records.	10 years	
12-7-10	MISCELLANEOUS RECORDS: TRANSFER OF SCHOOL TAXES	Notice received by the County Clerk directing a change in the tax list. This notice records a change of property from one school district to another, a change that involves transferring the owner's school privileges and school taxes from one district to another.	10 years	
12-7-11	MISCELLANEOUS RECORDS: GENERAL ASSISTANCE CLIENT FILES	Determines eligibility for assistance. Information includes name of client, dependents, income, last job held, etc.	4 years after closing	
12-7-12	MISCELLANEOUS RECORDS: INSTITUTION BILLING	Monthly billing for persons being institutionalized for treatment.	3 years	
12-7-13	MISCELLANEOUS RECORDS: NEBRASKA STATE SALES AND USE TAX RETURNS	Form shows the amount of sales tax collected, collection fee, and amount of remittance to the Department of Revenue.	5 years	
12-7-14	MISCELLANEOUS RECORDS: NOTICE OF ADMISSION OR CHANGE OF PATIENT STATUS	Verification of county residency for admission to state institution.	3 years	
12-7-15	MISCELLANEOUS RECORDS: SANITARY AND IMPROVEMENT DISTRICT FILES	May contain a variety of records and information filed by Sanitary and Improvement Districts, including but not limited to: annual statements, official bonds, meeting minutes, affidavits, articles of incorporation, etc. These files contain copies of records in which the originals are maintained by the Sanitary and Improvement District.	AFFIDAVITS: 3 years after publication ANNUAL STATEMENTS: 3 years MEETING MINUTES: 3 years OFFICIAL BONDS: 10 years after release, replacement or expiration of bond ALL OTHER RECORDS: 3 years	
12-7-16	MISCELLANEOUS RECORDS: TAX SALE CERTIFICATES AND REDEMPTION CERTIFICATES	Describes real property sold or redeemed, amount paid and date of payment (Clerk's copy only).	10 years	

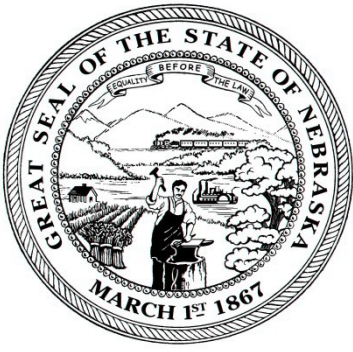
ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-7-17	MISCELLANEOUS RECORDS: PROOFS OF PUBLICATION (TRADE NAMES AND PARTNERSHIPS)			Obsolete 2013
12-7-18	MISCELLANEOUS RECORDS: OATHS OF OFFICE	Oaths administered as officials and employees take office. Neb. Rev. Stat. §11-101, 1943.	ELECTED AND APPOINTED OFFICIALS: After term of office ends EMPLOYEES HIRED BY THE COUNTY (SPECIAL PROSECUTOR, DEPUTY COUNTY ATTORNEY, SHERIFF'S DEPUTIES, ETC.): After termination of employment	
12-7-19	MISCELLANEOUS RECORDS: MISCELLANEOUS RECORDED FILINGS	Documents filed with the Clerk for custodial or informational purposes only and not any part of the County Clerk's statutory duties. Examples include Power of Attorney, Bills of Sale, Birth/Death Certificates, etc.	10 years	
12-7-20	MISCELLANEOUS RECORDS: MISCELLANEOUS CLAIMS	Records for legal actions in which the county or county officials are named.	15 years after claim has become inactive	
12-8-1	COUNTY BOARD RECORDS: APPOINTMENTS	Declarations by the board of appointment of persons to various committees, boards, commissions or positions.	5 years after appointment ceases	
12-8-2	COUNTY BOARD RECORDS: COUNTY BOARD RECORD OR PROCEEDINGS	Minutes of meetings of the County Board of Commissioners or Supervisors.	ORIGINAL RECORD: Permanent; OR, microfilm and transfer originals to the State Archives SECURITY MICROFILM: Transfer to the State Archives; permanent MICROFILM WORK COPY: Permanent AUDIO TAPES: See Schedule 24, General Records for Local Government VIDEO TAPES: 2 years	
12-8-3	COUNTY BOARD RECORDS: COUNTY BOARD RESOLUTIONS	Official resolutions of the County Board.	ORIGINAL RECORD: Permanent; OR microfilm and transfer originals to the State Archives SECURITY MICROFILM: Transfer to the State Archives; permanent MICROFILM WORK COPY: Permanent	
12-8-4	COUNTY BOARD RECORDS: PETITIONS, PROPOSALS, EXHIBITS AND CORRESPONDENCE TO THE COUNTY BOARD	Documents and proposals submitted by the public to the County Board for consideration or approval. These may relate to ideas for improvements, economic development, private enterprises, etc. May include maps, building plans, financial reports, etc.	1950 AND PRIOR: 2 years 1951 TO DATE: 2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-8-5	COUNTY BOARD RECORDS: INDUSTRIAL DEVELOPMENT RECORDS	Case files include copies of resolutions of the County Board for the issuance of industrial development bonds, leases and agreements, requisitions, cash statements and memoranda.	20 years	
12-8-6	COUNTY BOARD RECORDS: COUNTY OWNED REAL PROPERTY RECORDS	Includes abstracts of title to county owned land, deeds, warrant authorizations for purchase of same, correspondence and bills of sale.	ABSTRACTS OF TITLE, DEEDS AND BILLS OF SALE: Permanent; OR, microfilm and destroy originals ALL OTHER PAPERS: 20 years SECURITY MICROFILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	
12-8-7	COUNTY BOARD RECORDS: COUNTY TREASURER'S SEMIANNUAL STATEMENTS	Financial statements of tax collections, expenditures and current fund balances, as detailed in Section 77-1745, R.R.S. 1943.	5 years or 10 years if no audit has been completed	
12-8-8	COUNTY BOARD RECORDS: BOARD OF EQUALIZATION RECORD	Record of proceedings of the Board, showing date of meeting, identification of the real or personal property, recommendations and action taken by the Board and members present.	ORIGINAL RECORD: Permanent; OR, microfilm for security and transfer originals to the State Archives after 30 years SECURITY MICROFILM: Transfer to the State Archives; permanent MICROFILM WORK COPY: Permanent AUDIO TAPES: See Schedule 24, General Records for Local Government VIDEO TAPES: 2 years	
12-8-9	COUNTY BOARD RECORDS: TAX ADJUSTMENT RECORDS	Real and personal tax adjustment files, including petitions for adjustment, form 422 and all evidence presented.	2 years	
12-8-10	COUNTY BOARD RECORDS: BUDGETS	Expenditure estimates and proposals, budget requests, final budget document, revenue estimate statements, certifications of valuations, assessor's valuations, refund valuations, refund credits to real estate, worksheets, certificates of valuation and certificates of levy.	10 years after the end of the fiscal year involved	
12-8-11	COUNTY BOARD RECORDS: MONTHLY FEE REPORT TO THE COUNTY BOARD	Each office files this statement indicating the fees collected for the month.	5 years or 10 years if not audit has been completed	
12-8-12	COUNTY BOARD RECORDS: TORT CLAIMS	Tort claims filed against the County, including accompanying documents.	3 years after claim is settled	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-9-1	COUNTY HIGHWAY COMMISSION RECORDS: PAVING DISTRICT RECORDS	Includes petitions for the formation of paving districts, resolutions for the creation of paving districts, paving specifications and blueprints, paving assessment breakdowns and accepted construction bids and contracts.	ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Retain permanently	
12-9-2	COUNTY HIGHWAY COMMISSION RECORDS: ROAD RECORDS	Records of proceedings in regard to the laying out and establishing, changing, or discontinuing roads within the county. This record is required to be created by Neb. Rev. Stat. §23-1305, 1943.	ORIGINAL RECORD: Permanent; OR microfilm and dispose of originals after 20 years SECURITY MICROFILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	
12-10-1	ELECTION RECORDS: ABSTRACT OF VOTES CAST LEDGER		ORIGINAL RECORD: Permanent; OR, microfilm and destroy after 30 years SECURITY FILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	
12-10-2	ELECTION RECORDS: ABSTRACTS OF VOTES CAST (COPIES)	Copies of Abstracts of Votes Cast as filed with the Secretary of State, pursuant to Neb. Rev. Stat. §32-1032, 1943.	22 months after the election	
12-10-3	ELECTION RECORDS: OFFICIAL, NONPOLITICAL, CONSTITUTIONAL AMENDMENT, INITIATIVE AND REFERENDUM BALLOTS AND ELECTION NOTICES	Neb. Rev. Stat. §32-1032, 1943.	BALLOTS CAST: 22 months after date of the election, provided Election results have been certified by the County and State Canvassing Boards UNUSED BALLOTS: After election, except for one sample copy of each different ballot for 22 months after the date of the election; then dispose of samples ELECTION NOTICES: After election except for one sample copy of each different notice for 22 months after the date of the election; then dispose of samples	
12-10-4	ELECTION RECORDS: ELECTION SUPPLIES AND APPLICATIONS	Includes early voting applications by mail and all other Election Supplies, Neb. Rev. Stat. §32-1032, 1943.	COMPLETED APPLICATIONS: 22 months after date of the Election, provided election results have been certified by the County and State Canvassing Boards	
12-10-5	ELECTION RECORDS: LIST OF VOTERS (FORMERLY LIST OF VOTERS BOOKS ONE AND TWO)		22 months after date of the election, provided election results have been certified by the County and State Canvassing Boards	
12-10-6	ELECTION RECORDS: OFFICIAL SUMMARY OF VOTES CAST (ONE AND TWO)		22 months after date of the election, provided election results have been certified by the County and State Canvassing Boards	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-10-7	ELECTION RECORDS: VOTER'S REGISTRATIONS	See 42 U.S.C. 1974.	PRIOR TO 1940: Transfer to State Archives SCANNED INTO STATE REGISTRATION DATABASE: Dispose of paper after 5 years ALL OTHER RECORDS: 80 years	
12-10-8	ELECTION RECORDS: NOMINATION AND FILING PAPERS	May include nomination petitions or filings for office, notification of nomination, acceptance or declination of nomination, certificates of nomination for county, city or school district offices.	3 years after election to which they pertain	
12-10-9	ELECTION RECORDS: ELECTION BOARD RECORDS	Records for selection of Election Judges, Counting Boards and Receiving Board, pursuant to Nebr. Rev. Stat. §32-1032, 1943.	22 months after the election to which the record applies	
12-10-10	ELECTION RECORDS: CERTIFICATION OF CANDIDATES AND ISSUES	The Secretary of State sends certified ballots for the primary election. Indicates name of office to be filled, length of term, number of candidates to be voted for, etc.	22 months after the date of the election to which the record applies.	
12-10-11	ELECTION RECORDS: ELECTION PETITIONS, MICELLANEOUS	May include various forms of information relating to election petitions, recall petitions, etc.	22 months after the date of the election to which the record applies	
12-11-1	MARRIAGE RECORDS: MARRIAGE FILES (1987-CURRENT)	Includes Consent of Parent or Guardian, License and Certificate of Marriage, etc.	LICENSE AND CERTIFICATE OF MARRIAGE (ORIGINAL): Send to the Department of Health and Human Services, Bureau of Vital Statistics PHOTOCOPY OF LICENSE (CLERK COPY): This is not a record that is required to be maintained and may be disposed of at the discretion of the County Clerk CONSENT OF PARENT OR GUARDIAN: 5 years	
12-11-2	MARRIAGE RECORDS: MARRIAGE INDEX	Index to the marriage files. Also, indexes of voided licenses which were never returned.	This is not a record that is required to be maintained and may be disposed of at the discretion of the County Clerk. Transfer to the State Archives when no longer of reference value to the County Clerk; retain permanently	
12-12-2	ACCOUNTABILITY AND DISCLOSURE RECORDS: CONTRACTUAL INTEREST STATEMENT	Filings made by certain officers of local subdivision disclosing an interest in a contract with the officer's governing body in accordance with NPADA, 49-14, 103.02. This record is not duplicated in the PAD Commission.	5 years after the date of the interested officer's last day in office	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
12-12-3	ACCOUNTABILITY AND DISCLOSURE RECORDS: EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT	Disclosures filed by any public officials or employees who employ, recommend employment or supervise the employment of an immediate family member. This record is not duplicated in the PAD Commission.	18 months after employment of immediate family member is terminated	



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
 440 S. 8th Street, Suite 210
 Lincoln, NE 68508-2294 402-471-2559
sos.recordsmanagement@nebraska.gov

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

1. AGENCY & DIVISION	
2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE	
3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
4. FINAL DISPOSTION METHOD	
5. VOLUME OR FILE SIZE OF RECORDS DISPOSED	
6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed):	
7. SIGNATURE PRINTED NAME _____ SIGNATURE _____	DATE

INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional information area to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.